

TULALIP TRIBES – QUIL CEDA VILLAGE

CLASS TITLE: Inventory Control Clerk (2 positions)

POSITION NUMBER: QCV 050-08

EMPLOYEE CLASSIFICATION: Non-exempt

TRIBAL DEPARTMENT: Liquor Store

EMPLOYEE REPORTS TO: Inventory Supervisor

BASIC FUNCTIONS: Maintain inventory for liquor store

REPRESENTATIVE DUTIES:

Essential duties:

- Maintain inventory control
- Maintain inventory files
- Add, edit and delete inventory
- Ensure all costs and prices are right
- Allocate location codes to merchandise
- Enter invoices into computer
- Processes end of the month reports
- Processes end of the day reports
- Prepares inventory worksheets for inventory control
- Receive and account for incoming inventory merchandise
- Performs physical inventory
- Prepares spreadsheet and correspondence as needed
- Performs other job related duties as needed

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Data entry
- Inventory control in a retail business

Ability to:

- Be organized and thorough

EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalent required
- Data Entry experience a must

LICENSES AND OTHER REQUIREMENTS:

- Must be 21 years of age or older

WORKING CONDITIONS:

Environmental:

- Tolerance to be exposed to dust, pollen, specific chemicals, cleansers and foul smells.

Physical Demands:

- Stamina to stand (or sit) for prolonged periods of time
- Tolerance to be exposed to a computer screen for prolonged periods of time
- Finger and manual dexterity for the operation of computers and routine paperwork

Mobility to bend and lift stock items at ground level
Strength to lift and carry up to fifty (50) pounds at various times during shift

PAY RANGE: \$13.35 to \$18.77 per hour

OPENING DATE: September 15, 2008

CLOSING DATE: September 26, 2008